

Sponsorship Opportunities

You can partner with the Parks and Recreation Department on one of the many programs and events offered in our community. Your participation in supporting an event will provide you with marketing exposure to the hundreds and even thousands of program participants. To learn more about how you can get involved contact Mary Jane Happy at 248.524.3484.

Parks and Recreation Board

The Parks and Recreation Advisory Board is appointed by the City Council to make recommendations regarding recreation programs and park and facility development for the City of Troy. The Board meets on the third Thursday (except July and August) at 7 pm at the Troy Community Center. Meetings are open to the public.

The Park Board Chairman can be reached at:

Tom Krent 3184 Alpine, 48084 248.649.4948

Coach Volunteer Form

Coaches are needed for rookie basketball, soccer, youth volleyball, girls softball, floor hockey, youth basketball and flag football. Please fill out the form below if you are interested in coaching. Return form to Community Center front desk.

Name: _____

Address: _____ Zip _____

Phone: (____) _____

E-mail address: _____

Sport: (please check one)

Basketball ☐ Girls Softball ☐

Soccer ☐ Flag Football ☐

Volleyball ☐ Floor Hockey ☐

Head Coach ☐ Assistant Coach ☐

Activity #: _____ School: _____

Child's name: _____

Returning Coach: Yes No

If yes, which sport? _____

All Troy Parks and Recreation volunteer coaches are required to submit information for a criminal background check.

Lost and Found

Have you lost or found something at one of Troy's parks or facilities or at a school while participating in a Parks and Recreation activity? Items lost or found in one of Troy's parks are stored at each park. If you were participating in a recreation program when the item was lost, check with your instructor first. Items found at the Community Center, Aquatic Center, Nature Center or Golf Courses remain at these sites. Items found at a school are stored at the Community Center, but check with the staff at the site where you lost the item first. Lost and found items are kept a maximum of 30 days and then given to a charitable organization.

Americans with Disabilities Act

Persons with disabilities are welcome to participate at parks and in our programs. Program modifications and reasonable accommodations will be made. Please let us know in advance if you need special accommodations. Contact Carla Vaughan, ADA Coordinator at 248.524.3484.

Class Confirmations are e-mailed

Add us to your address book: parksandreconline@troymi.gov in order to receive your receipt. This will avoid it from going to your Spam mail. Be sure your household e-mail is up to date and we will e-mail a confirmation to you as soon as your registration has been processed. This will take three to five days after we begin processing registrations. To update your household information contact the Parks and Recreation office at 248.524.3484 prior to registration day.

Photo Policy

Photographers commonly take pictures of Recreation department activities, which are subsequently used in fliers, promotional materials, on our website, in Troy Today and by sponsors. If you prefer not to be included in such photos, please let the photographer know before he/she begins taking the pictures.



Editorial Policy

Although the Troy Parks and Recreation Department goes to great lengths to ensure that all information contained in this magazine is accurate at the time the magazine is printed, errors occasionally occur and last minute changes in programs, classes or activities-such as dates, time and locations - may be necessary due to circumstances beyond our control. We apologize for any inconvenience and thank you for your patience and understanding.

Employment Opportunities

The Parks and Recreation Department is always in search of recreation leaders and instructors with special skills and interests. We offer part-time employment in many areas. We are accepting applications at the Community Center for these paid positions:

- **Adaptive Aide** - To assist at recreational programs for adults with developmental disabilities. Day, evening and weekend hours available. 18 and older; year round position.
- **Youth Basketball Officials** - For Fall 2008 and Winter 2009.
- **World Cup Soccer Referees** - Must be 16 or older; Fall 2008.
- **Sports Coordinator** - Basketball Coordinator Fall 2008.
- **Preschool Instructor** - Degree and experience preferred. Winter 2009.
- **Youth Flag Football Officials** - Fall 2008.
- **Sports Coordinator**: For basketball in Fall 2008 and Winter 2009. College students preferred.
- **Ski Program Staff**: Age 14 and older. Fridays and Saturday, Winter 2009.
- **Exercise Instructor**: For seniors age 55 plus. Daytime classes. Must have experience. Year round, 2-4 hours per week.
- **Arts and Crafts Instructors**: For seniors age 55 plus. Daytime or evening classes. 2-4 hours per week.
- **Mental Aerobics Instructor**: To offer program of mental exercises for seniors age 55 plus.
- **Dance/Movement or Tumbling Instructor**: For preschoolers. Weekday morning classes, year round.

Lifeguard: Enforce rules and regulations of the aquatic facility and assist the manager in daily operations. Hours are flexible and include day, evening and weekend shifts. Must be at least 16 years of age. American Red Cross Lifeguard certificate is required. Pay rate \$8.50-\$12/hour.

Swimming Instructor: Instructs all ages in swimming skills. Will train. Hours are flexible and include day, evening and weekend shifts. Prefer instruction experience. Must be at least 16 years of age. Pay rate \$8.50-\$18 an hour.

Aquatic Instructor: Instruct individuals in water aerobics. Should hold aquacise certification, CPR and First Aid certifications. Prefer instruction experience and certification. Must be at least 17 years of age. Pay rate \$8.50-\$25 an hour.

Recreation Aides: Performs day-to-day operations including supervision of activities in the fitness rooms, gymnasium and Control Desk. Work schedules are flexible and include early morning, evening and weekend shifts. The pay rate begins at \$8/hour.

Volunteer Opportunities

Must be age 14 or older to volunteer.

- **Adaptive Recreation**: Assist with activities for persons with disabilities.
- **Downhill Ski Supervisors**: Volunteers 14 and older needed to assist in the ski program Fridays or Saturdays. Volunteers ski free. For Fall 2007/Winter 2008.
- **Floor Hockey Coaches**: Adult coaches for K-3rd graders. Saturdays, Jan-Mar 2009.
- **Nature Center**: Teen-adult volunteers to assist with various programs and projects.
- **Rookie Basketball**: Adult volunteer coaches needed for boys and girls Grades 1-3, Saturdays beginning in January.
- **Senior Citizens**: Call 248.524.3484 for a Senior Citizen program volunteer application.
- **Youth Basketball Coaches**: Adult volunteer coaches needed for boys' and girls' Saturday basketball. Grades 4-6 play in fall and 7-12 in winter.
- **Youth Flag Football Coaches**: Adult volunteer coaches for grades 3-6 needed Saturdays in the fall.

Troy Parks and Recreation - a great place to work!

Make new friends
Earn extra money
Perfect first job for high school students
Flexible hours
Positive and friendly environment
Gain valuable work experience
Apply Today!



Apply in person for
employment or volunteering
at Troy Parks and Recreation
3179 Livernois
or call for more information
248.524.3484.



Registration Form (Copies Acceptable)

Mail to/Drop off:
Troy Parks and Recreation
Attention: Registration
3179 Livernois, Troy MI 48083

Changes: Due to the volume of registrations we receive, we are unable to make changes on your registration form.
Alternates: Please select all the alternates that are acceptable to you in case your first choice is filled.

Limit one household per form.

Household/Primary Adult Contact : ☐ Passholder

Last Name: _____

First Name: _____

Street (no P.O. boxes): _____

City: _____ Zip: _____

Current Home Phone: _____

Business Phone: _____

Emergency Phone: _____

E-mail Address: _____

Limit two households per envelope.

If you've recently moved, fill out this box.

CHANGE OF ADDRESS: ☐ Passholder

PREVIOUS: Home Phone _____

Last Name: _____

First Name: _____

Street (no P.O. boxes): _____

City: _____ Zip: _____

New Phone: _____

Emergency Phone: _____

For Youth Leagues ONLY: Please indicate the school your child attends by circling the appropriate letter.

If you are available to coach, please fill out the form on page 84.

A. Barnard	E. Hill	I. Schroeder	M. Wattles	Q. Boulan	U. Troy High
B. Bemis	F. Leonard	J. Susick	N. Avondale Schools	R. Larson	W. Private
C. Costello	G. Martell	K. Troy Union	O. Bhm/Blmfld Schools	S. Smith	School
D. Hamilton	H. Morse	L. Wass	P. Baker	T. Athens High	

Participant Last Name	First Name	Birthdate	M/F	Grade	Class Title	Activity #	Section Letter	*Alternate Activity #	*Alternate SectionLetter	Fee

Notes: _____ **Total:** _____

I hereby voluntarily release and hold harmless the City of Troy, City of Troy Contractors/Independent Contractors and the Troy School District from all liability for all types of damages or injuries, whether foreseeable or not, sustained by myself, my child and other family members while participating, watching and traveling to or from this activity. I/we also hereby authorize the City to reproduce, copy, exhibit, publish, broadcast or distribute my image or my child's image in any and all videotapes and photographs taken while participating, watching and traveling to or from the activity for promotional purposes.

Signature Required: _____ **Date:** _____

Payment (DO NOT SEND CASH) : ☐ Check (Payable to City of Troy) ☐ Mastercard ☐ VISA

Print name as it appears on card: _____ Expiration Date: _____

Card No: _____ Authorizing Signature _____

☐ Check here if you need an accommodation and you will be contacted by the ADA Coordinator.

Four convenient ways to sign up for a class!



Online

Beginning Aug 19 at 8 am go to the address listed below to register online. You can only register members of your own household. A computer kiosk is available at the Community Center for your convenience. Call PRIOR to Aug 19 for your household number. Online registration is encouraged. Not all classes are available online.



Mail In

Mail in registration forms received through Aug 18 will be processed randomly beginning Aug 19 with that day's mail. Pending the number of registrations, it could take 3-5 days to process all drop off and mail-in registrations. Send in your registration form with payment. (Check or charge card # - no cash please.) Limit 2 households per envelope - each should be on their own form.



Drop Off

Registrations dropped off at the Community Center through Aug 18 will be processed randomly with the mail beginning Aug 19. Depending on the number of registrations, it could take 3-5 days to process all drop off and mail-in registrations. Include payment with your registration form. (Check or charge card # - no cash please.) Limit 2 households per envelope - each should be on their own form.



Walk In

In-person registration for residents and non-residents begins Aug 26 at the Troy Community Center during regular business hours. You may register yourself and one other household.

NOTE: All youth leagues are for City of Troy residents only.

Fine Print Details

Refunds

The following refund policy applies to all programs unless otherwise noted (tennis, trips, some special events, and swim lessons):

- All refunds are given in the form of a check.
- Refunds must be requested before the first class meeting of classes that meet five times or less.
- Refunds must be requested before the second class meeting for all other classes.
- Refunds are issued to the head of household of the person registered for the class.
- A \$10 service fee will be withheld on all patron requested refunds. Refunds are prorated if requested after the first class. Refunds take three to four weeks to process. No refunds will be issued if the amount due after the service fee and prorated fee is less than \$5. In consideration to those on the waiting list, please call as soon as possible if you are cancelling.
- Only one \$10 service fee per household will be charged when making multiple refund requests at the same time.

Transfers

- A \$10 service fee will be charged for each patron requested transfer.
- No refunds will be issued if the amount due after the transfer fee is less than \$5.
- Transfers may not be requested until August 26.

No Fax or Phone Registrations

Unless specified in the individual course description.

Online Registration

Online Registration

www.troymi.gov/parksandrecreonline

Register online for most activities unless description indicates mail-in only with an envelope next to class description. You will need your household ID number. Call 248.524.3484 for your number.

Payment

Payment for classes will be accepted in the form of check made payable to: City of Troy, Master Card or Visa. Cash is accepted only when registering in person. Past due recreation fees for the household must be paid in full in order to register for additional Parks and Recreation programs.

Non-Sufficient Funds Fee

There is a \$22 fee for all check, charge and debit transactions returned for non-payment.

E-mail Confirmation

We will e-mail a confirmation to you as soon as your registration has been processed. This will take three to five days after we begin processing registrations. No phone calls, please. If your first choice and alternates are filled, your check will be returned. If paying by check and some of your classes are full, your balance will be refunded by check which will take three to four weeks to process.

Waiting List

Registrant will not be placed on a wait list for first choice if alternate choice is available, maximum of one wait list. Classes may be added depending on demand.

When payment is a problem

It is the policy of the Troy Parks and Recreation Department that no child in Troy be excluded from a program because of inability to pay the fee. Confidential application may be made to the Superintendent of Recreation, and if a hardship exists, the applicant may be granted a free scholarship, reduction in fee or payment plan. Please call Stuart Alderman at 248.524.3484 for scholarship information. Please note: We are not able to waive fees for some programs and special facilities.

Program Cancellations

Programs will be cancelled three days prior to the start date if enrollment is insufficient, unless otherwise noted. You will be contacted by phone and receive a full refund by mail. Register early!

Falsification of Information

Participants falsifying information will be dismissed from the program and no refund granted.

Where to find us

City of Troy Parks and Recreation
3179 Livernois
Troy MI 48083

Office phone: 248.524.3484

Website: troymi.gov/parksrec

Weather: troymi.gov/parksrec/weatherupdates

Weather hotline: 248.689.9756